

CHICAGO OPERATIONS OFFICE (CH) – AMES AREA OFFICE (AMES) STANDARD
OPERATING PROCEDURE (SOP) 15: **FREEDOM OF INFORMATION ACT (FOIA)
REQUESTS**

A. OBJECTIVE

To establish a procedure for the processing of FOIA requests by the Ames Area Office (AMES).

B. SCOPE

This procedure applies only to the Ames Area Office.

C. REFERENCE

- a. 10 CFR 1004.7

D. RESPONSIBILITIES

1. DOE AMES Area Office Manager, or designee

- a. Serves as the Authorizing Official for approving FOIA requests submitted to AMES for a response.

2. Laboratory Management Officer

- a. Tracks the processing of all FOIA's assigned to AMES
- b. Keeps the AMES Manager and the Freedom of Information Officer (FOIO) advised of the status of each assigned FOIO request.
- c. Ensures that FOIA requests are distributed to all applicable parties

3. AMES Facility Representative

- a. Provides a timely response to all applicable FOIA requests

4. AMES Matrix support

- a. Provides a timely response to all applicable FOIA requests

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E. PROCEDURE

1. Receipt of requests

- (a) Requests received by the FOIO for which AMES will provide the response will be hand-carried to the AMES Secretary, who will log-in the time and date of receipt and immediately hand-carry the request to the AMES Manager with a copy to the AMES Laboratory Management Officer for immediate action.
- (b) Requests received by any member of AMES will be sent to the FOIO through the AMES Secretary. Any request received by any member of AMES should be immediately hand-carried to the AMES Secretary. If a request is one for which AMES will provide the response, the AMES Secretary will provide a copy to the AMES Manager with a copy to the AMES Laboratory Management Officer and immediately hand-carry the original to the FOIO located in the General Law Division (GLD), who will assign a docket number and a due date. The AMES Secretary will provide the assigned docket number and due date to the AMES Manager and the Laboratory Management Officer upon receipt from the FOIO.

2. Processing of requests.

- (a) Each request will be placed in a folder by the AMES Secretary and distributed to the AMES Manager with a copy to the AMES Laboratory Management Officer.
- (b) Each folder will contain the following items:
 - 1. The request.
 - 2. A control sheet (see attached) with the following information:
 - a. FOIA docket number (which is assigned by the FOIO).
 - b. The date when the request is received in AMES.
 - c. The date when the request is transmitted to the appropriate individuals and the names of the appropriate parties.
 - d. The date when a response is due.
 - e. The subject matter of the request.

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3. All FOIA correspondence is to be routed through the AMES Secretary. The AMES Laboratory Management Officer will transmit consolidated FOIA responses to the AMES Manager. Two days prior to the due date, a reminder notice will be issued by the FOIO to the Authorizing Official. If the AMES Secretary does not receive a response a day before the due date, the AMES Laboratory Management Officer will advise the AMES Manager of a potentially late response.
4. Any time extensions to the due date require a written notice to the requestor signed by the AMES Manager, as the Authorizing Official, setting forth the reasons for such extension and the date on which a determination is expected to be dispatched.
5. GLD concurrence is required only if the FOIA request is being denied in part or whole. Any full or partial denials require the CH Manager's signature
6. The AMES Secretary will hand-carry a copy of all FOIA correspondence responses to the FOIO to ensure its receipt after concurrence is provided by the AMES Manager. All FOIA correspondence responses must indicate that it is being sent by certified mail-return receipt requested and must include a carbon copy to GLD. The postal receipt will be filed with the applicable FOIA correspondence when returned. If the request was initially received in headquarters, the response should include a copy to the HQ Freedom of Information Act Specialist who will be identified in the HQ transmittal memo. Also, where the request required obtaining records which are in the custody of, or the concern of, more than one Authorizing Official, but AMES is designated the primary Authorizing Official for the purpose of preparing the response (see DOE 1700.1, Chapter II, paragraph 1.b.(2)), the response should include a copy for each other Authorizing Official, including their address and/or routing symbol.